



# Port Augusta

CITY COUNCIL

## 2. OPERATIONAL UNITS POLICY/PROCEDURES

### 2.5 CITY MANAGEMENT - GENERAL INSPECTORATE

POLICY NUMBER	2.5.06	Public Document?		Council or Administration		PAGES	7
		Yes		Administration			
SUBJECT							
<b>DOG ATTACK AND HARASSMENT</b>							
COUNCIL MEETING	AR10/643	ISSUE DATE	28/6/10	REVIEW DATE	AR11/7444 - 27/04/2011 MG AR15/17434 - 13/5/15 AR15/47841 - 14/12/15	DELETED DATE	
<p style="text-align: center;"><b>EXTERNAL LEGISLATION</b></p> <p><i>Dog and Cat Management Act 1995</i></p> <ul style="list-style-type: none"> <li>➤ Section 5 - Owner of dog</li> <li>➤ Section 6 - Person responsible for control of dog</li> <li>➤ Section 7 - Dog wandering at large</li> <li>➤ Section 30 - General powers of Dog Management Officers</li> <li>➤ Section 60 - Power to seize and detain dogs</li> <li>➤ Section 61 - Procedure following seizure of a dog</li> <li>➤ Section 86 - General Defences</li> <li>➤ Section 88 - Evidence</li> </ul> <p><i>Dog and Cat Management Regulations 1995</i></p> <p><i>Local Government Act 1999</i></p> <ul style="list-style-type: none"> <li>➤ Section 125 Internal Control Policies</li> </ul>				<p style="text-align: center;"><b>INTERNAL REFERENCES</b></p> <p>As per list outline within Section C of this policy.</p>			
<p style="text-align: center;"><b>RELATED POLICIES</b></p> <p>Council Enforcement Policy - 2.5.03</p> <p>Electronic Communications Management Policy - 2.7.01</p> <p>Records Management Policy - 2.7.02</p> <p>Dog Aggression Incident Guidelines including Incident Severity Scale (available on the DCM Board secure website for Councils).</p>				<p style="text-align: center;"><b>RESPONSIBLE OFFICER</b></p> <p>Chief Executive Officer</p>			

## SECTION A

### 1.0 POLICY STATEMENT

1.1 Attack or harassment by dogs can have serious public safety consequences. Councils are required to promptly investigate incidents and settle complaints. This procedure starts with a report and covers appropriate actions to locate the dog, investigate the incident and determine a resolution which is just for all parties. Associated procedures are Dog Wandering at Large, Seizing and Impounding a Dog and Evidence Collection.

### 2.0 PURPOSE

2.1 Its purpose is to ensure the consistent and accurate application of relevant legislation, Council Policy and Dog & Cat Management Board Guidelines.

### 3.0 RESPONSIBILITY & REVIEW

3.1 This procedure applies to persons with valid authorisation under the Dog and Cat Management Act 1995 (see 2 *Relevant Documentation*) and associated administrative workers. Only Authorised Persons can detain a dog.

3.2 To be reviewed within 12 months after a General Election, in line with any legislative changes or by resolution of Council.

### 4.0 DEFINITIONS

The definitions contained herein are not exhaustive and officers may need to consider the relevant legislation for further applicable definitions.

**Owner of dog:** has the same meaning as in Section 5 of the DCMA.

**Person responsible for control of dog:** has the same meaning as in Section 6 of the DCMA.

### 5.0 GENERAL NOTES

In this Operating Procedure, a reference to an owner of a dog includes a reference to a person responsible for control of a dog.

Under Section 61(4) if the dog is seized, Council has 7 days in which to serve the owners of a dog suspected of being involved in an attack with a Notice of Intent to Issue an Order or make an application to the Magistrates Court. If the above actions have not been taken the dog must be returned to the person entitled to its return.

**Calculation of time:** When calculating the 7 day statutory period in which to take action, commence counting from the day after the action that initiates the statutory period. (Eg. If the dog was seized at 12noon on Monday the above actions must occur before the end of the next Monday).

**NB:** Where the calculation ends on a week-end or public holiday, the end time should be moved forward to the next available working day. (See the Acts Interpretation Act 1915).

**Dangerous Dog Collars:** Council officers, including customer service staff who may receive calls about dog attacks should be alert to the existence of yellow and red striped collars worn by dogs which have been determined to be dangerous and require special handling.

### 6.0 RELEVANT DOCUMENTATION

Best Practice Procedures for Appointing Authorised Persons.

## 7.0 RECORD MANAGEMENT

All documents, notes, photographs and correspondence must be retained and stored in accordance with Council's Records Management & Electronic Communications Management Policies as required by Section 125 of the Local Government Act 1999.

## SECTION B

### 8.0 PROCEDURE

#### 8.1 Taking a report

All reports are logged according to Council's Records Management protocols.

Obtain the name, address and contact details of the person making the report. Ascertain whether the dog is still at large and creating a nuisance. If it is, dispatch an authorised person immediately.

After calling the officer if the matter is urgent, continue to take the report. Request the following information where possible:

- a) Date and time of notification;
- b) Time and location of attack;
- c) Breed, colour, sex and any distinguishing features of the dog(s);
- d) Whether medical or veterinary treatment was/is required;
- e) Whether anyone was in control of dog(s) at the time;
- f) Any knowledge/belief about where the dog(s) come from; and
- g) Identification of any other witnesses.

Advise that an Authorised person will make contact shortly.

#### 8.2 Emergency Action

If the incident has just occurred proceed to the location where the dog was last sighted as a matter of top priority. Where appropriate photograph the scene and any other relevant objects. Compile a mud map of the general area. Obtain the names and contact details of victims and witnesses.

##### 8.2.1 Dog Not Found

If the dog is not found patrol the immediate area and surrounding streets. If the dog cannot be located note the actions taken.

##### 8.2.2 Dog Found

If the dog is located assess the dog's behaviour to ascertain whether back-up is required to assist with the capture of the dog.

Take a photograph of the dog for evidentiary purposes.

If back-up is required, don't attempt to approach the dog until back-up has arrived unless there is an immediate threat. Keep the dog in sight. Take all safety precautions to protect the public and yourself.

Use the appropriate and various techniques to contain a dog (See Safe operating procedure: handling and capture of stray animals Attachment A).

If the dog appears to be aggressive and cannot be contained contact the Police for assistance. If required a veterinarian may be contacted in order to obtain sedation for the dog.

### **8.3 Take reasonable steps to establish ownership**

Search for any identification or microchip. Refer to Using a microchip scanner (*Attachment B*). Where a microchip is identified contact the appropriate register.

Check Council's register of lost dogs. If the dog was found near a Council boundary, check with the neighbouring Council.

If the dog appeared to come from a property, approach the occupants to establish any possible links.

Where the owner can be identified the decision about whether to return the dog or transfer it to a holding facility must be made.

If the dog was found wandering at large and no owner can be identified, or in the event that the owner is known but it has been decided to seize the dog, proceed as per Seizing and Impounding a Dog Procedure.

### **8.4 Investigation**

As part of the investigation, take all possible steps to identify the alleged offending owner of the dog (and person responsible for the dog at the time of the incident if relevant). Also obtain details of the victim and any witnesses. Every report must be investigated, whether the dog was found or not.

If the officer assigned to undertake the investigation did not attend the callout, the attending officer is to provide the investigating officer with a written 'officer statement'.

Where details of the dog/owner are known check Council records to identify any past history. Attend the alleged offending owner's property, or any other place that the dog is kept to ensure it is contained in a secure yard, if the dog has not been seized.

Where possible use this visit to advise the owner of the seriousness of the situation and the procedure to be undertaking, including making a time for a formal interview.

Record actions.

Refer to Evidence Collection Procedure to follow appropriate practices throughout the investigation.

Ensure photographs are taken of all injured persons and animals where permission is given. Do not photograph children without permission from a parent or guardian. It can be reassuring to show the parent/guardian the photographs and confirm that they are comfortable with them forming part of the investigation evidence.

Obtain any medical &/or veterinary statements.

If the dog is surrendered to Council advise the owner that the dog may be destroyed as a result of the attack.

### **8.5 Interview Victim/Witnesses**

Arrange and conduct an interview with the alleged victim/complainant. If a child is involved ensure the presence of a parent or guardian.

Establish whether sufficient evidence exists to proceed. If not, record actions, advise involved parties and close job.

If yes, complete a record of interview and commence a DCMB Dog Attack Incident Report Form (*Attachment C is an example, or a form can be accessed on the DCMB secure website for Councils*).

Obtain a statement from the alleged victim/complainant. It is preferable that the officer undertakes an interview to ensure all the required information is captured. In some circumstances the interview can be recorded at the time and signed by the victim/Complainant. If this is not possible, ask the victim/complainant to write their statement and send it to a specified Council Officer. Ensure that they understand to include all the details that they remember and that they sign and date their statement. All statements should record all information and conclude with the statement "I have read and understood the statement provided to me and agree that the information is true and correct". Ensure it is signed and dated.

Ascertain if there were any witnesses and conduct interviews with all of them.

Advise each person interviewed of the procedure being undertaken which you are undertaking and establish whether he/she is prepared to testify in court should that situation arise. Note response.

#### **8.6 Interview alleged offending owner of dog (or person responsible for the dog).**

When satisfied that an attack or harassment offence has occurred, conduct a formal interview with the owner or person responsible for the dog at the time. Ensure that, before taking a statement, the dog owner is cautioned with the words:

"You do not have to say or do anything but anything you do say or do may be used in evidence, do you understand?"

This is required as the person being interviewed has a right to refuse to make a statement and needs to understand how this information is to be used. It is a requirement in the event of a prosecution in court.

Record the interview and add the statement "I have read and understand the statement provided by me and agree that the information is true and correct." Ensure it is signed.

Use this opportunity to advise the dog owner of their obligations and responsibilities under the DCM Act and the actions which may result from the investigation including the possibility that one of four outcomes may result:

- a) No further action.
- b) Expiation and caution notice.
- c) Dog destruction or control Order.
- d) Prosecution.

If the dog owner refuses to cooperate inform the owner that this will be recorded, the investigation will continue and Council may take legal action against them. Inform the Registrar of Dogs.

#### **8.7 Officer Findings and Recommendation**

NB: If the dog has been seized Council has only 7 days in which to serve the owners of the dog with a Notice of Intent to Issue an Order or make application to the Magistrates Court if the dog is to remain impounded. If a dog has been seized and the above actions have not been taken within the 7 days period the dog must be returned to the person entitled to its return.

Collate all information gathered and findings into an 'Officers Report' (Attachment D). Provide the officer report to the appropriate manager to discuss what action Council will take.

The office report should contain reasons for the officer's recommendation in respect of enforcement action, including the issuing of an expiation notice (where relevant) (see Below - Decision to Expiate) or a preliminary recommendation about what other action, if any, should be taken by the appropriate Council delegation. Council's Enforcement Policy should provide criteria to assist in establishing the degree of enforcement warranted.

#### *Decision to Expiate*

The decision to expiate under the DCM Act is a decision which may be made on behalf of a Council by an appropriately authorised person. Where a dog management officer has been authorised by the Council in writing to issue expiation notices or behalf of the Council under the DCM Act, then the officer should consider whether or not it is appropriate in the circumstances to issue an expiation notice. The Officer should record their view on this matter in the Officer's Report.

#### *Decision to Issue Order*

If an expiation notice is not appropriate in the circumstances, consider whether or not an order should be issued (refer to Dog Aggression Incident Guidelines including Incident Severity Scale available on the DCM Board secure website for Councils). The power to issue orders under the *Dog and Cat Management Act* is conferred on the Council and may be delegated to the CEO, the Registrar of Dogs and other Council Officers (including the dog management officer).

Discuss recommendations regarding any orders that may be placed on the dog/s with the Registrar of Dogs before making a final recommendation of what action the appropriate Council delegate should take. Ensure the recommendation is noted in the Officer's Report.

As the final stage of the investigation, ensure that the dog attack is reported to the Board using the Incident Report Form available online on the DCMB secure website.

### **8.8 Follow Up**

8.8.1 Advise all parties of the decision.

8.8.2 Follow Seizing and Impounding a Dog Procedure if the dog is to be released.

[Refer to Expiating Offence Procedure, & Destruction and Control Order Procedure as appropriate].

## **9.0 WORKERS RESPONSIBILITIES**

9.1 Officers are required to act reasonable and transparently, demonstrate good customer service, undertake their responsibilities in a proficient manner and use their judgement where necessary to ensure an outcome in line with Council's Enforcement Policy.

## SECTION C

### 10.0 FORMS AND ATTACHMENTS

- 10.1 Safe Operating Procedure - Handling & Capture of Stray Animals - *Attachment A*
- 10.2 Guideline for using a microchip scanner - Attachment B
- 10.3 DCMB - Dog Attack Report Form - Attachment C
- 10.4 Port Augusta City Council - Incident Report Form - Attachment D
- 10.5 Procedure Flowchart



## Safe Operating Procedure: Handling & Capture of Stray Animals

**SPECIAL COMMENTS:** This procedure is to be used in conjunction with any operating manuals or training relevant to the task.

WHAT TO DO	HAZARDS	HOW TO DO IT	PPE
<b>Steps in order of performance</b> <b>Preparation</b>	<b>Applicable to each step</b> Lack of skills/Inexperience Ignorance /Indifference to safety procedures. Inappropriate/inadequate PPE Inappropriate/inadequate equipment	<b>Identify Equipment, Safety, Quality and Performance Requirements</b> Only trained & authorised personnel to handle and capture stray animals. The Port Augusta City Council Authorised Officers receive induction and training in the correct handling of animals, injuries and diseases caused by animals, manual handling, prevention of slips, trips, falls and sprains, health and hygiene relating to working with animals and proper use of equipment.  Prior to capture The Port Augusta City Council Authorised Officer in charge of the capture must make a preliminary assessment of the behavioural characteristics of the animal concerned and the possible threat it poses to staff, public and the animal.  Authorised Officer(s) must wear appropriate PPE.  Authorised Officer(s) must utilise appropriate equipment.  The Port Augusta City Council Authorised Officer in charge of the capture must ensure vehicles to be used in transportation of animals meet the minimum standards as prescribed in The Dog and Cat Management Board Code of Practice, The Management of Companion Animals in Shelters and Pounds.  The authorised Officer then determines the most appropriate method of capture necessary to minimise the risk and stress levels to all involved.	<p style="text-align: center;"><b>Authorised Operator</b></p> 

WHAT TO DO	HAZARDS	HOW TO DO IT	PPE
<b>Steps in order of performance</b>	Applicable to each step	Identify Equipment, Safety, Quality and Performance Requirements	
<b>Capture</b>	Bites/Lacerations Sprain/Strain Slip, trip or fall Disease Infection Stress Incorrect use of equipment Injury to the animal	<p>Ensure all unnecessary persons are well clear.            Consider offer the animal a food treat to lessen its aggression.</p> <p>Try, as reasonably practical, that the capture take place on a non-slip surface (unsure footing can also cause a dog to panic and react).</p> <p>Whenever possible handle without force.</p> <p>Placing a blanket over the animal may assist in calming it during handling.</p> <p>Consider using a muzzle such as a velcro muzzle (for ease of application) or a more secure basket muzzle.</p> <p>A double lead with 2 handlers may also be of assistance with a particularly troublesome animal.</p> <p>Maximum use is to be made of minimum stress measures (as defined in The Dog and Cat Management Board Code of Practice, Management of Companion Animals in Shelters and Pounds.)</p> <p>When captured, the animal must be secured with appropriately (a dog must be secured with a lead) to minimise the risk of injury to itself and handlers.</p>	   

WHAT TO DO	HAZARDS	HOW TO DO IT	PPE
<b>Steps in order of performance</b>	<b>Applicable to each step</b>	<b>Identify Equipment, Safety, Quality and Performance Requirements</b>	
<b>Managing an attacking animal</b>	Serious injury Bites/Lacerations Sprain/Strain Slip, trip or fall Disease Infection Stress Incorrect use of equipment Injury to the animal	<p>Stop and stand still.</p> <p>Do not stand front on to the dog.</p> <p>Do not make direct eye contact but be aware of his position at all times. Remove sunglasses and hat.</p> <p>Talk gently and calmly.</p> <p>Where possible, use a physical barrier between you and the dog.</p> <p>Feed the dog a bite stick or whatever you are carrying at the time (an umbrella or torch etc. will also suffice).</p> <p>If the dog bites do not try to pull away as this may incite the dog to tighten his grip and you may end up with tear injuries or multiple bites. In the case of injury the Authorised Officer is to refer to The Port Augusta City Council's First Aid Procedure.</p> <p>If you are knocked to the ground, roll into a ball with your chin tucked in; use your arms to protect the back of your neck and ears. Keep your knees pulled up tight. Play dead to encourage the dog to loose interest in the attack.</p> <p>In the case of an extremely dangerous animal consider contacting a local vet who may be able to assist with chemical restraint.</p>	   

WHAT TO DO	HAZARDS	HOW TO DO IT	PPE
<b>Steps in order of performance</b>	<b>Applicable to each step</b>	<b>Identify Equipment, Safety, Quality and Performance Requirements</b>	
<b>Precautions</b>	Bites/Lacerations Sprain/Strain Slip, trip or fall Disease Infection	Be constantly aware of your body language.  Read the dog's body language to pre-empt an incident look for precursors.  Do not make any sudden movements or speak suddenly or loudly.	   
<b>Transportation</b>	Injury to the animal Bites/Lacerations Sprain/Strain Disease Infection Stress Slip, trip or fall	Animal transportation time must be kept to a minimum.  Animals must be secured in such a manner so as not to pose a risk to themselves or other adjacent animals.  Larger animals must be securely tethered and separated.  Deliver a captured dog to the designated pound.  Upon arrival open the car door and allow the dog to alight by standing to one side, holding the lead and guiding the dog to walk out.	   
<b>Clean up</b>	Infection Disease Slip, trip or fall	Wash and clean hands and other skin having come into contact with the animal.  PPE clothing must be regularly washed with appropriate detergent.  Vehicles and equipment must be disinfected frequently to prevent transmission of disease.	



## Introduction

This guideline is for use with Dog Attack and Wandering Dog SOP's. Its intention is to provide Animal Management Officers with clear guidelines for the use of a microchip scanner.

## Authorised Officer Process:

- All impounded animals and those involved in attack or harassment incidents are scanned for a microchip, regardless of any other identification (such as a Council issued tag).
- If a microchip is located the number is recorded on the impounding slip.
- The microchip number is used to identify ownership details, either by the Authorised Officer or office staff.
- Check that microchip number is recorded in Council's dog register and add if necessary, when staff return to the office.
- Internet access to microchip registers are available through:
  - Central Animal Records [www.car.com.au](http://www.car.com.au) (Council ID...Password...)
  - Australian Animal Registry [www.arr.org.au](http://www.arr.org.au) (Council ID...Password...)
  - National Pet Register 1800 334 188 (Council ID...Password...)
  - Pet Register [www.dogshome.com](http://www.dogshome.com) (Council ID...Password...)  
or [www.petregister.com.au](http://www.petregister.com.au) (Council ID...Password...)
  - Pet Address [www.petaddress.com.au/](http://www.petaddress.com.au/) (Council ID...Password...)
- The microchip number is entered into these registers and ownership details printed (if available).
- Where unable to locate the number on a national registry, please contact NSW Companion Animals Register on (02) 4428 4100 which can assist for animals that originated in NSW.
- All microchip registers should be searched as details are not available across all registers. Some information is exclusive to certain registers (e.g. Pet Register).
- The dog owner is contacted and a release arranged. Refer to release guidelines.

# Dog Attack Report Form



**Government of South Australia**  
Dog and Cat Management Board

**Definition of attack:**  
*A dog causes direct physical harm or injury to a person or owned animal*

Complete only for first attendance of a particular episode

This form is to be completed by Council in the case of a dog attack on a person or on another animal. Please return completed form to Dog and Cat Management Board, GPO BOX 1047, ADELAIDE SA 5001, by FAX: 08 8124 4648, or by EMAIL: [dcmb@sa.gov.au](mailto:dcmb@sa.gov.au)

### A. REPORTING PARTY

Name	Phone
Address	Post Code
Do we have permission to contact them again? YES <input type="checkbox"/> NO <input type="checkbox"/>	

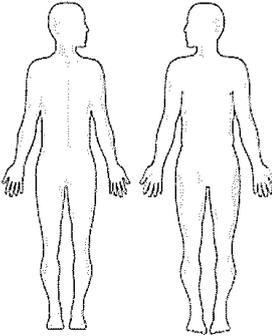
### B. INCIDENT INFORMATION

Date of Incident	Time of incident		
	AM <input type="checkbox"/> PM <input type="checkbox"/>		
Address of Incident	Post Code		
Place of occurrence	On public footpath <input type="checkbox"/>	At home <input type="checkbox"/>	On a reserve <input type="checkbox"/>
	Home of friend/family <input type="checkbox"/>	In a vehicle <input type="checkbox"/>	At a dog park <input type="checkbox"/>
	Other (please specify) <input type="checkbox"/>		
Were there any witnesses? YES <input type="checkbox"/> NO <input type="checkbox"/> <i>If yes, provide details</i>			
What happened?(Attach an A4 sheet if required)			
Was the attacking dog provoked? YES <input type="checkbox"/> <i>If yes, how?</i> NO <input type="checkbox"/> UNKNOWN <input type="checkbox"/>			
Who was in charge of the dog at the time of the attack?			
Was the attacking dog on a leash? YES <input type="checkbox"/> NO <input type="checkbox"/> UNKNOWN <input type="checkbox"/>			
<b>OWNER</b>	Name	Phone	
	Address	Post Code	
<b>ANIMAL</b>	Name	Species/Breed	
	Physical Description (colour, markings etc.)		
	Desexed? YES <input type="checkbox"/> NO <input type="checkbox"/> UNKNOWN <input type="checkbox"/>		
	Sex M <input type="checkbox"/> F <input type="checkbox"/> UNKNOWN <input type="checkbox"/>		
	Age		
Nature of most severe injury	Fracture <input type="checkbox"/>	Cut/Laceration <input type="checkbox"/>	Superficial Abrasion <input type="checkbox"/>
	Bruise <input type="checkbox"/>	Crushing Injury <input type="checkbox"/>	Penetrating Wound <input type="checkbox"/>
	Puncture <input type="checkbox"/>	Other (describe) <input type="checkbox"/>	
Body part affected (Also circle image)			
Head <input type="checkbox"/>	Abdomen <input type="checkbox"/>		
Neck <input type="checkbox"/>	Forelegs <input type="checkbox"/>		
Back <input type="checkbox"/>	Hind legs <input type="checkbox"/>		
Tail <input type="checkbox"/>	Forelegs <input type="checkbox"/>		
Other (specify) <input type="checkbox"/>			
<b>Outcome/ Treatment</b>			
None <input type="checkbox"/>	Hospital Admission <input type="checkbox"/>		
Vet Consult <input type="checkbox"/>	Death/Euthanasia <input type="checkbox"/>		
Other (specify) <input type="checkbox"/>			

### D. ATTACKING DOG INFORMATION (one form per dog)

DOG OWNER	Name	Phone
	Address	Post Code
DOG	Name	Breed
	Physical Description (colour, markings, etc.)	
	Desexed?	YES <input type="checkbox"/> NO <input type="checkbox"/> UNKNOWN <input type="checkbox"/>
	Sex	M <input type="checkbox"/> F <input type="checkbox"/> UNKNOWN <input type="checkbox"/>
	Age	
Was the dog registered with Council at the time of the incident? YES <input type="checkbox"/> NO <input type="checkbox"/> UNKNOWN <input type="checkbox"/>		
Was the dog involved in any previous incidents or complaints? YES <input type="checkbox"/> NO <input type="checkbox"/> UNKNOWN <input type="checkbox"/>		
If yes, please provide details (attach A4 where relevant)		
What in your opinion what was a possible reason(s) for the attack?		

### E. INJURED PERSON INFORMATION

Name		Phone
Address		Post Code
Gender	M <input type="checkbox"/> F <input type="checkbox"/> UNKNOWN <input type="checkbox"/>	Age of Victim
Nature of most severe injury	Fracture <input type="checkbox"/>	Cut/Laceration <input type="checkbox"/>
	Bruise <input type="checkbox"/>	Crushing Injury <input type="checkbox"/>
	Puncture <input type="checkbox"/>	Other (describe) <input type="checkbox"/>
Do we have permission to contact them again?		YES <input type="checkbox"/> NO <input type="checkbox"/>
Were multiple bites delivered by a single attacking dog?		YES <input type="checkbox"/> NO <input type="checkbox"/>
Did the injured person know the dog?		YES <input type="checkbox"/> If Yes, how? <input type="checkbox"/> NO <input type="checkbox"/>
Body Part Affected (Also circle image)		
Head/Face <input type="checkbox"/>	Back <input type="checkbox"/>	
Neck <input type="checkbox"/>	Arms/Hands <input type="checkbox"/>	
Stomach <input type="checkbox"/>	Legs/Feet <input type="checkbox"/>	
Chest <input type="checkbox"/>	Backside <input type="checkbox"/>	
Other (specify) <input type="checkbox"/>		
Outcome/Treatment		
None <input type="checkbox"/>	GP Consult <input type="checkbox"/>	
Hospital <input type="checkbox"/>	Death <input type="checkbox"/>	
Other (specify) <input type="checkbox"/>		

### F. COUNCIL ONLY

COUNCIL	Name	Phone
	Address	Post Code
Filled in by	Name	Position
What, if any, orders will be issued to the dog or its owner?		
If an order is NOT issued, please give reasons		
Has the Boards aggression incident severity scale been reviewed for this attack?		
Microchip Number	Registration Number	



**Details of the Attack/Harassment**

**Officer ID** \_\_\_\_\_

Type of Attack \_\_\_\_\_

Time of Attack \_\_\_\_\_

Date of Attack \_\_\_\_\_

Brief description of the Attack \_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

**Description of the dog(s)**

Description of the dog(s) \_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

Type of Dog(s) \_\_\_\_\_

Sex of Dog(s) \_\_\_\_\_

**Location of the incident**

Location of the alleged attack/harassment \_\_\_\_\_

\_\_\_\_\_

Was the alleged attack/harassment on public or private land \_\_\_\_\_

\_\_\_\_\_

Was anyone in control of the dogs \_\_\_\_\_

\_\_\_\_\_

**Description of the alleged victim/owner**

Victim/owners name \_\_\_\_\_  
Address \_\_\_\_\_  
Home telephone number/preferred contact number \_\_\_\_\_

**Dog(s) Owner information**

Dog(s) owner name \_\_\_\_\_  
Dog(s) owner address \_\_\_\_\_  
Contact details if known \_\_\_\_\_

**Outcome**

Action taken \_\_\_\_\_  
Orders considered \_\_\_\_\_  
Registration status \_\_\_\_\_  
Officers Comments \_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
**Final date for action** \_\_\_\_\_  
\* Note action must commence within 6 months of the date of the offence.

**Record of Interview**

**Alleged dog attack/harassment**

After identifying myself as an Authorised officer of the Port Augusta City Council the following record of interview was completed on the _____ day of _____ 20__ in response to an alleged dog attack/harassment that took place at _____ am/pm at _____
Officers' signature _____

The Port Augusta City Council has received a report of an alleged attack/harassment that took place at

\_\_\_\_\_

Do you have any information regarding the alleged attack/harassment? Yes/No

Where did the alleged attack/harassment take place? \_\_\_\_\_

Can you briefly describe the attack/harassment in your own words? \_\_\_\_\_

Are you prepared to provide a full written statement of the Alleged attack/harassment? Yes/No

Was the dog owner or another person responsible for the control of the dog(s) present during the alleged attack/harassment? Yes/No

If yes, did the dog owner/ responsible person take any action to try to prevent the alleged attack/harassment? \_\_\_\_\_

Did you notice anyone else witness the alleged attack/harassment? Yes/No

If yes, can you provide their details? Name \_\_\_\_\_  
Address \_\_\_\_\_

What injuries or damage occurred as a result of the alleged attack/harassment? \_\_\_\_\_

Can you describe the Dog(s) involved in the Alleged attack/harassment? \_\_\_\_\_

How would you describe the Dog(s) breed? \_\_\_\_\_

How would you describe the height of the dog(s)? Small    Medium    Large

What colour is the dog(s)? \_\_\_\_\_

What sex is the dog(s)? \_\_\_\_\_

Did you notice a collar and disc on the dog(s)? Yes/No

If yes, what colour was the disc? \_\_\_\_\_

Are you prepared to attend Court and provide information regarding this alleged attack/harassment? Yes/No

If no, Why? \_\_\_\_\_

**Victim/Witness Declaration**

I \_\_\_\_\_ of \_\_\_\_\_ state that I have read the above statement and understand it to be a true and accurate representation of the facts regarding an alleged dog Attack/harassment that took place at \_\_\_\_\_ on the \_\_\_\_\_ day of \_\_\_\_\_ 20\_\_\_\_.

Victim/witness signature \_\_\_\_\_ date \_\_\_\_\_

Please print name and address \_\_\_\_\_


**Record of interview  
Alleged dog attack/harassment  
Dog(s) owner**

Statement taken by \_\_\_\_\_ on behalf of the Port  
Augusta City Council in relation to an alleged dog attack/harassment that took place at  
\_\_\_\_\_ on \_\_\_\_\_ the \_\_\_\_\_ of  
\_\_\_\_\_ 20\_\_ at \_\_\_\_\_ am/pm.

After informing the dog(s) owner of the alleged dog attack/harassment I asked the following questions.

What is your full name? \_\_\_\_\_

What is your full postal address? \_\_\_\_\_  
\_\_\_\_\_

Do you own a Dog(s)? Yes/No

If yes, what breed and sex of dog(s) do you own? -----  
-----

If yes, what colour is your dog(s)? -----  
-----

If yes, how long have you owned the dog(s)? -----  
-----

If yes, is the dog(s) registered? -----  
-----If no, do you know who is  
responsible for the control of the dog(s) alleged to have attacked/harassed? -----  
-----

Are you aware of the dog attack/harassment that took place? Officer to list comments-----  
-----  
-----

If yes, can you briefly describe the attack/harassment? -----  
-----  
-----  
-----

-----  
If yes, did anyone else witness the alleged attack/harassment? Yes/No

If yes, do you have details of witness? -----  
-----  
-----

Are you prepared to provide a full written statement? Yes/No

If yes, when would you like Council to pick up the Statement? -----

If no, why? -----  
-----

**Dog Incident Report Form**  
**Complete only for first attendance of a particular episode**

Is there any other statement that you would like to make in relation to the alleged dog attack/harassment? -----  
-----  
-----  
-----  
-----  
-----  
-----

**Dog(s) owner/person responsible for the control of the dog(s) Declaration**

I \_\_\_\_\_ of \_\_\_\_\_  
\_\_\_\_\_ state that I have read the above statement and hereby declare that I understand it to be a true and accurate representation of the facts regarding an alleged dog Attack/harassment that took place at \_\_\_\_\_  
\_\_\_\_\_ on the \_\_\_\_\_ day of \_\_\_\_\_ 20 \_\_\_\_\_

Signature \_\_\_\_\_ date \_\_\_\_\_

Please print name and address \_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

<b>Name (injured person or owner of injured animal)</b>		<b>Species</b>		
<b>Address</b>				
<b>Phone Number</b>				
<b>1 Nature of Injury (tick most appropriate)</b>		<b>UAM Incident Level</b>		
Bruise				
Superficial Abrasion				
Cut / Laceration				
Puncture				
Bite				
Penetrating Wound				
Crushing Injury				
Other Wound (including amputation)				
No injury, just frightened				
<b>2 Body Part</b>				
<b>Head Area</b>	Eye			
	Nose			
	Mouth (jaw/lip)			
	Ear			
	Face (cheek/forehead/scalp)			
	Skull			
	Neck			
Other head injury				
<b>Trunk Area</b>	Rib			
	Spine			
	Pelvis (hip area)			
	Chest			
	Abdomen			
	Other			
<b>Arm</b>	Shoulder			
	Upper arm			
	Lower arm			
	Hand			
	Finger (s)			
	Other arm injury			
			<b>Legs</b>	Hip
			Thigh	
			Knee	
			Shin	
			Calf	
			Foot	
			Toe (s)	
			Other	
<b>3 Intent of Injury</b>		<b>ANY COMMENTS</b>		
Accidental				
Due to Provocation				
No apparent Provocation				
Unknown				
<b>4 Treatment Required / Outcome to Injured party</b>				
None				
Family Doctor / Vet				
Accident & Emergency				
Hospital Admission				
Death / Euthanasia				

1. In which postcode did the incident happen? \_\_\_\_\_
2. What was the date that the incident occurred? Day: \_\_\_\_\_ Month: \_\_\_\_\_ Year: \_\_\_\_\_
3. At what time of the day or night did the injury occur? For example: 10.20 am. \_\_\_\_\_
4. Where did the incident occur? For example: at home, home of friend / family, outside on public footpath, reserve, dog park.  
\_\_\_\_\_
5. Were there any witnesses? For example: if the injured party was a child, were they alone with the dog.  
\_\_\_\_\_
6. What was the injured person or animal doing at the time of incident? For example: feeding the dog, walking past the dog.  
\_\_\_\_\_
7. What happened? For example: dog ran out of private property and attacked, tripped over dog, tried to break up a dog fight.  
\_\_\_\_\_
8. How exactly was the injury caused? For example: dog bit hand when trying to get it away from other dog, had heart attack attempting to stop fight, knocked off bike by dog rushing.  
\_\_\_\_\_
9. What breed, age and sex was the dog (if known/description of dog)?  
\_\_\_\_\_
10. Do you know if the dog is known to be aggressive or has attacked a person or owned animal before? Please provide details  
\_\_\_\_\_
11. Did the injured person or animal know the dog? If so, how? Please provide details. For example: injured party is the child of the dog owner, dog owned by a friend.  
\_\_\_\_\_
12. Was the dog on a leash?  
\_\_\_\_\_
13. Do you know where the dog was originally sourced? Please provide details. For example: Pet shop, Breeder.  
\_\_\_\_\_

Name of Reporting Officer completing this form and date: \_\_\_\_\_

Council/Vet practice/Medical practice Name: \_\_\_\_\_

Contact Number: \_\_\_\_\_

**Council Only**

What, if any, orders will be issued to the dog or its owner? \_\_\_\_\_

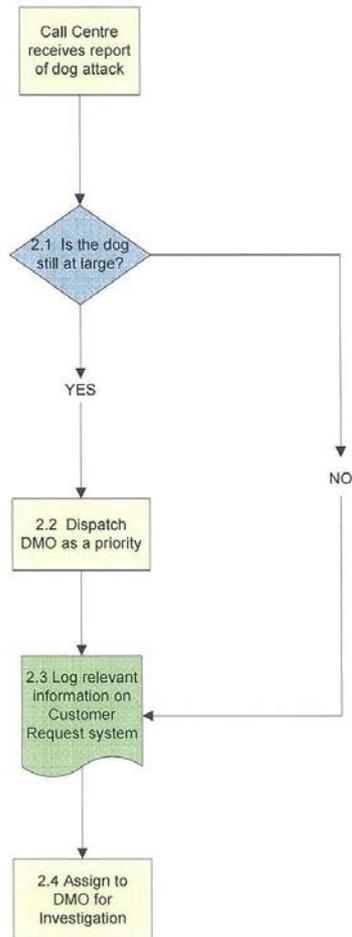
Microchip Number \_\_\_\_\_ Registration Number \_\_\_\_\_

Are you going to record this on your council database as a dog attack? \_\_\_\_\_

Please return the completed form to:  
The Dog and Cat Management Board, GPO Box 1047, ADELAIDE SA 5001 or fax to 8124 4856

## Dog Attack & Harass Procedure In progress

A: Attack Reported



2.1 If a dog attack is reported while still in progress, dispatch DMO urgently to location and then proceed to collect as much information as possible.

2.3 In addition to the name, address and contact number for the caller, record the following information where possible:

- Date and time of notification
- Time and location of attack
- Breed, colour, sex and any distinguishing features of the dog(s)
- Whether medical or veterinary treatment was/is required
- Whether anyone was in control of dog(s) at the time
- Any knowledge/belief about where the dog(s) come from
- Identification of any other witnesses

Advise that an Authorised person will make contact shortly.